

Date: July 3, 2014

To: Child and Adult Care Food Program Participants of the Child Care Component

From: Community Nutrition Team

Subject: Child and Adult Care Food Program - Child Care Component: Revised Household Size-Income Statement, Parent Letter, and Household Size-Income Scale - Effective July 1, 2014

Dear Child and Adult Care Food Program participants of the Child Care Component,

This is to inform your agency that the *Household Size-Income Statement*, *Parent Letter*, and *Household Size-Income Scale* documents that are effective July 1, 2014 are now available for your agency's use. Guidance Memorandum 1C has been revised by making changes to the instructions for the revised Household Size-Income Statement form. All of these documents are now available for download at http://fns.dpi.wi.gov/fns_centermemos, or you can click on the specific web links for each document, as provided below, to access them.

Effective July 1, 2014: There are now 3 options for establishing the effective date of the Household Size-Income Statements. Agencies may now choose which date to make the form's determination effective: approval date by the Determining Official, the parent signature date, or the receipt date by the center.

It is important that your agency's staff members who are responsible for collecting and determining the Household Size-Income Statements view the webcast on *Changes to the HSIS Effective Date of Determination (New 7/1/14)* by going to the web link [Changes to the HSIS Effective Date of Determination](#) for further guidance on choosing one of these effective date options. *Click and press the control key (at the same time) on the link to go directly to the webcast from this email.*

Please access the updated documents at the following web links:

- Household Size-Income Statement (Rev. 7/14) (PDF version):
http://fns.dpi.wi.gov/files/fns/pdf/gm_1c_hsis_ccc.pdf
(Word version):
http://fns.dpi.wi.gov/files/fns/doc/gm_1c_hsis_ccc.docx

- Parent Letter (Rev. 7/14) (PDF version):
http://fns.dpi.wi.gov/files/fns/pdf/gm_1c_ltr_ccc.pdf
(Word version):
http://fns.dpi.wi.gov/files/fns/doc/gm_1c_ltr_ccc.docx
- Household Size-Income Scale (July 1, 2014 – June 30, 2015):
http://fns.dpi.wi.gov/files/fns/pdf/gm_1c_s_ccc.pdf
- Guidance Memorandum 1C (Rev. 7/14):
http://fns.dpi.wi.gov/files/fns/pdf/gm_1c_ccc.pdf

Your agency will receive hard copies of this guidance memorandum and its documents by regular mail in the next couple of weeks.

Please contact your assigned consultant if you have any questions. DPI's list of assigned consultants by region is at http://fns.dpi.wi.gov/fns_cacfpmap.

Thank you,

The Community Nutrition Team

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